

**Workforce Investment Act Funds SFP
Proposal Package Instructions
At-Risk Youth**

Category Summary

The primary goal of this SFP is to increase the number of at-risk youth receiving WIA services and to strengthen community partnerships providing services to youth. At-risk is defined as the neediest youth, in or out of school, 14-21 years of age.

All proposals must answer each section below. Forms may be downloaded by clicking on the available links below.

1. Cover/Signature Page (Includes Proposal Summary)

The purpose of the [Cover/Signature Page](#) is to provide applicant contact information, the amount of funding requested, a proposal, 100 words or less, summary, and the authorized representative's signature. All sections of the Cover/Signature Page must be completed.

2. High Concentration of Youth Form – Minimum Requirement

To meet the minimum requirements contained in the SFP, applicants must complete the [High Concentration of Youth Form](#) and demonstrate that the service area meets one of the criteria listed below. Applicants must provide data and sources. Appendix A in the SFP contains a list of the local areas and the concentration of disadvantaged youth in the area. The High Concentration of Youth rate is defined as a ratio of WIA eligible youth to all youth within a local area. WIA eligible youth is defined as youth 14 to 21 who are economically disadvantaged. The State average is the ratio of the total WIA eligible youth to the total youth population.

- Has a concentration of WIA eligible youth rate above the State average of 23.6 percent or
- Has a sub-jurisdiction within the LWIA, such as a city or county, that can empirically demonstrate a high-concentration of eligible youth that is above the State average of 23.6 percent within the sub-jurisdiction or
- Has a high-concentration of underserved youth, that is above the State average of 23.6 percent, within a targeted population of WIA eligible youth, as specified in the [Department of Labor TEGL 28-05](#) as youth most in need. This includes foster care youth, youth in the juvenile justice system, children of incarcerated parents, migrant youth, Native American and Indian youth and youth with disabilities.

3. Proposal Narrative (Maximum 100 points)

The full [Proposal Narrative](#) contains eight sections as detailed below. Each section will be reviewed and scored individually. The full Proposal Narrative is limited to 20 pages.

Section I - Statement of Need (Maximum 10 points)

The applicant must demonstrate the local area capacity and training challenges as they relate to serving at-risk youth. Explanations should include the following information:

- Local economic factors – Using labor market information data describe the local and regional current and future economic needs and/or strengths.
- Demographics of the local area – Describe local workforce development needs and strengths.

Section II - Target Group (Maximum 10 points)

Proposals must target at-risk youth, in or out of school, 14-21 years of age. At-risk youth is defined as meeting one or more of the following criteria:

- Out-of-School youth
- Foster youth
- Youth offender
- Youth with a disability
- Migrant and seasonal farm worker youth
- Youth of incarcerated parents
- Native American and Indian youth

Check each of the at-risk youth populations the project will focus on and complete the Target Group Planning Chart SFP Form 1 Section A.

Describe the characteristics of the target population that will be served by this project including barriers and basic and occupational skill needs.

Identify the outreach and recruitment methods that will be used to contact and recruit at-risk youth participants. Demonstrate how these methods will enable you to reach the targeted at-risk youth population.

Section III - Planned Approach (Maximum 25 points)

Describe the service process that will be used to achieve the planned goals and objectives and include a service process flowchart. Describe the specific types of services and training that will prepare youth to enter career technical training, post-secondary education, apprenticeships, or employment in high wage/high growth occupations in the area. Identify who will be providing the services/training.

Describe how your service delivery plan will address the barriers of the targeted at-risk youth population and is designed to teach skills attainment including basic skills, essential employability skills and occupation specific skills. Describe the effective/promising practice used as a resource in the design and planning of this project.

Demonstrate how your planned approach is focused on local business and industry needs. Describe the demand occupations and high wage/high growth careers that youth will be transitioned to. Provide labor market information data and resources.

Describe how your service delivery plan will achieve the goals and objectives of the project in a timely manner. Complete and attach the [Proposal Work Plan](#) (SFP Form 2) that includes objectives/activities and timelines. The following are some examples of objectives/activities that may be included:

Objectives/Activities	Estimated Dates
Project Staff Hired	March 2007
Recruitment of participants begins	March 2007
Partner MOUs/agreements are finalized	April 2007

Section IV – Goals and Objectives (Maximum 10 points)

Complete the Enrollment and Cost Matrix as follows:

- Part 1 - Participant Information. In column (A) enter the total number of planned enrollments. In column (B) enter the number of participants that will be in-school youth and in column (C) enter the number that will be out of school youth.
- Part 2 - Cost Information. Enter cost information in column (B) using only the amount of funds requested in this proposal. In column (C) provide the costs using all resources available to the project, including the grant funds requested.

Complete the Performance Goals Matrix for the targeted at-risk youth population that the proposal will serve. Provide an explanation if planned project goals are different than the State performance goals for youth.

Complete Section B of the [Target Group Planning Chart](#) (SFP Form 1) summarizing your planned outcomes for the targeted at-risk youth population. Provide a brief description on the chart of the expected outcomes that are relevant to the success or impact of the project. The targeted at-risk youth population may have more than one outcome.

In Section IV of the Narrative describe how the outcomes will be measured and provide any further clarification to demonstrate their effectiveness. Outcomes can be described in terms of skills attained; a high-school diploma or GED, entered training/education programs or employments, etc. Outcomes must be clearly described, relevant to the project, be reasonable, and measurable.

Section V - Local Collaboration (Maximum 15 points)

Creating effective partnerships is a key element in any workforce development system and is an essential component of this SFP. Applicants are strongly encouraged to cooperate with local partners and where feasible consider submitting unified proposals. It is the intent of this SFP that, to the greatest extent possible, local partnerships be formed for this project between Local Workforce Investment Boards, state/local agencies that serve the at-risk youth populations in the local and regional areas, local public education agencies, youth advocacy groups, faith-based and community based organizations, training providers, and business and economic development groups. Applicants must demonstrate that a high level of coordination already exists or that formalized linkages are in the process of being established. We strongly recommend the partners use Memoranda of Understanding (MOUs) throughout the lifecycle of this project.

The criteria in this section are divided into two parts depending on who is applying. If the Local Workforce Investment Area entity (LWIA) is the applicant, they must address criteria in part A. If the applicant is not a LWIA, they must address criteria in part B.

Part A – LWIAs only:

Describe how the LWIA has successfully formed effective partnerships with local public education, community based organizations, employers, and others. Provide descriptions of any formal or informal agreements that exist with the partners. Demonstrate how these organizations will complement the services provided by the LWIA under this proposal. Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the local partnerships that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

Part B – Non- LWIAs only:

Describe how your organization has successfully established linkages with the LWIA. Include any actions you have taken to collaborate with the LWIA and any formal or informal agreements that are in place. Describe the roles and responsibilities that the LWIA will perform in conjunction with this proposal. A listing of the LWIAs is available on the EDD Web site at www.edd.ca.gov/wiarep/wialoc.htm.

Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the other local partnerships (excluding the LWIA described above). Include local community based organizations, employers, education and others that will be used to coordinate and provide services under this proposal. In Column B of the chart, describe each partner's roles and responsibilities.

Include local public education, community based organizations, employers, and others that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

Section VI – Resource Utilization (Maximum 10 points)

Projects must demonstrate a non-WIA cash and/or non-WIA in-kind match equal to or greater than 30 percent of the requested funds. Projects that do not demonstrate a qualifying match will lose five points.

Complete the Resource Utilization chart in the Proposal Narrative identifying the name of the provider, a description of the fund source, the type of resource, and the amount. All non-WIA cash/in-kind match must be documented with a letter of commitment verifying the match and be included as an attachment to the proposal. The commitment letter must contain a contact person and telephone number. Check the applicable box for each match resource that is documented with a commitment letter. Provide any further explanation in the space provided in the narrative.

Enter the cumulative plan for utilizing the match funds on the Resource Utilization Chart. Match funds will be subject to the reporting requirements contained in WIA Directive [WIAD06-4](#), Quarterly and Monthly Financial Reporting Requirements.

It is the intent of this SFP to fund projects that ensure the non-duplication of services and the sustainability of the proposed activities once funding under this grant ceases. Describe how each provider identified in the Resource Utilization Chart will contribute to the goals of the project, ensure non-duplication of services, and provide future sustainability.

Describe any direct grants you have received within the past four years from the Department of Labor, a State WIA 15 Percent grant or High Concentration of Youth grant. Describe any connection those grants will have with this proposal.

Section VII - Statement of Capabilities (Maximum 10 points)

Describe the organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data as required. Provide examples of past or present experience in managing projects similar to this proposal. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals.

Section VIII. - Budget Summary Narrative and Plan (Maximum 10 Points)

Complete and attach the [Budget Summary Plan](#) (SFP Form 4) that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. Column A must contain the requested WIA 15 Percent funds. Under column B, enter the non-WIA cash and/or non-WIA in-kind match resources identified in proposal narrative Section VI. 1, Resource Utilization Chart. Column C is the sum of columns A and B.

In Section VIII of the narrative, provide a detailed justification for all line items contained in the Budget Summary Plan. For example, narrative for the line item Staff Salaries should

include a description of the staff and the percent of salary charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants. If applicants plan to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the [Supplemental Budget Form](#) (SFP Form 5), Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by the Employment Development Department (EDD) as the administrative entity responsible for WIA program administration and will be negotiated in conjunction with contract completion with successful applicants. The EDD has defined the equipment purchase procedures in WIA Directive [WIAD03-9](#). Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If applicants plan to budget contractual services, you must complete the [Supplemental Budget Form](#) (SFP Form 5) Section II. Contractual Services.

4. Expenditure and Participant Plan

Applicants must complete and attach the [Expenditure and Participant Plan](#) (SFP Form 6). Enter planned cumulative expenditures for each period ending date specified in Section I A., WIA 15 Percent Expenditure Plan. If funding is awarded, monthly expenditure and participant plans will be required.

Enter the total planned enrollments for each period end date specified in Section II. A. of the Participant Plan. This participant plan is the cumulative number of individuals that will be enrolled and receive services under this proposal. Enter the number of participants that will receive core/intensive services, training, follow-up after entered employment and follow-up after exit on lines B1 through 4. Since participants can receive multiple services, lines B1 through B4 will not sum to line A. See Appendix B. WIA Allowable Activities for a definition of the WIA services.

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations.

Section II. C. Planned Results collects cumulative planned participant data for those exiting the program. Enter the total planned participants exiting for each quarter end date specified on line C1. On lines C1.a enter the total participants that will be placed in unsubsidized employment. On line (1), enter the number of participants placed in unsubsidized employment that received training. Line C1.b Employability Enhancements is defined as those participants that either entered military service, entered a qualified apprenticeship program, entered advanced training, attained a recognized certificate/diploma/degree, attained a high school diploma/GED or returned to secondary school (youth only). Line C1.c Other Exits are participants that exited for reasons other than entered unsubsidized employment and employability enhancements.